

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
CIVIL DIVISION, LANDLORD AND TENANT BRANCH  
BLDG. B, 510 4<sup>th</sup> Street N.W., Room 110  
Washington, D.C. 20001 Telephone (202) 879-1152

L&amp;T \_\_\_\_\_

Date of Initial Hearing \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Landlord\_\_\_\_\_  
Defendant/Tenant\_\_\_\_\_  
Address

vs.

\_\_\_\_\_  
Address**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, age \_\_\_\_\_, residing at \_\_\_\_\_ and not a party to this case, depose and say that on \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_AM/PM, I served a copy of the complaint and summons as follows:

☐ On the Defendant/Tenant \_\_\_\_\_ personally.

☐ By leaving said copy with \_\_\_\_\_, a person of suitable discretion above the age of sixteen (16) years, residing who resides on or at Defendant/Tenant's address given above, the Defendant/Tenant having left the District of Columbia or not to be found.

☐ Having at least twice attempted with due diligence and failed to effect service upon the Defendant/Tenant personally or upon a person of suitable discretion above the age of sixteen (16) years residing on or at the Defendant/Tenant's address given above by posting said copy on the door of the premises where it could be conveniently read. The date and time of all attempts at personal service were as follows:

First attempt: Date/Time \_\_\_\_\_, 201\_\_\_\_, at \_\_\_\_\_AM/PM

Second attempt: Date/Time \_\_\_\_\_, 201\_\_\_\_, at \_\_\_\_\_AM/PM

Other attempts (if applicable) \_\_\_\_\_

In addition to the service noted above, I mailed a copy of the Complaint and Summons to the Defendant/Tenant at the following address: \_\_\_\_\_ by first class U.S. mail, postage prepaid on \_\_\_\_\_, 200\_\_\_\_.

☐ (For a corporation or limited liability company) I served \_\_\_\_\_, an officer, managing agent or general agent, or \_\_\_\_\_, a registered agent.

☐ You must set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with D.C. Code Section 16-1502 and SCR L&T 4, including a physical description of any person on whom service was made and, if service was by posting at the Defendant/Tenant's address, a description of the door, including its location, color and any distinguishing marks: \_\_\_\_\_

\_\_\_\_\_  
Special Process Server

Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
Notary Public\_\_\_\_\_  
My commission expires**NOTE: A separate Affidavit is required for service on each named Defendant/Tenant.**